



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

COMMUNITY DEVELOPMENT SPECIALIST I COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE

POSTING DATE: June 3, 2015

RATE OF PAY: \$44,902/Annually

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: June 15, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 16

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing administrative support for CEDO grant programs and administration.

ESSENTIAL FUNCTIONS:

- Provide administrative support for CEDO's grant programs including but not limited to, CDBG, AmeriCorps, HOME, Burlington Lead Program and CJC grants. Administrative support includes but is not limited to recordkeeping, background check implementation and oversight, timesheet review, reimbursement/invoice review and processing
- Provide administrative support to the CDBG Citizen Advisory Board, and other public boards, committees and events. This support includes, but is not limited to, circulate agendas; schedule meetings and meeting space; warn meetings; record, transcribe and distribute minutes; assure follow-through to meeting issues; maintain records and files; assist in developing and disseminating outreach materials, publicity and signage plans; facilitate communication with other City Departments.
- Train and coordinate the work of clerical staff and interns. Provide/ensure front desk coverage.
- Assist in information gathering, record keeping, monitoring, data input and report generation for federal and state grants. Provide research support as requested. Researches/compiles grant and program data; coordinates document development/preparation and helps edit submissions for clarity and completeness; evaluates documents for compliance with grant programs; facilitates the submission process including copying and distribution through the use of mail, internet or other delivery means to meet deadline requirements.
- Assists with preparations for site visits and audits; assists with the preparation of special audit files, reports and other information as needed.
- Prepare and assist with the monitoring of sub recipients.
- Assist with the development of sub recipient contracts and environmental reviews.
- Monitor grant activities to ensure compliance with federal and state regulations.
- Participates and supports all key grant operations including tracking statistics, proper file documentation, strategic planning and program assessment/evaluation.
- Assist in establishing and maintaining office operations and systems, including databases, mapping projects, supply orders, equipment orders and maintenance, and policy reminders.
- Assist in maintaining department web page.
- Maintain general knowledge of staff and department policies, procedures and guidelines and provide general orientation to new staff members.
- Update and disseminate brochures and program information.
- Assist department staff with special projects.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's Degree and two years' experience; or an Associate's Degree and three years' experience; or a high school diploma or equivalent and five years' experience in an office environment.
- Previous grant experience preferred.
- Previous experience within a municipality or non-profit preferred.
- Computer proficiency in word processing, spreadsheets, database, web and desktop publishing applications required. Specific proficiency in Word, Excel, Access, Front Page, Publisher, PowerPoint and Adobe Acrobat preferred.
- Must be able to work in a team environment, while also being self-directed.
- Must adapt to changing job duties and be able to multi-task
- Must be able to assume administrative responsibility and carry out tasks with minimal instruction.
- Detail-oriented.
- Must be able to plan, organize and coordinate workload of self and subordinate(s).
- Must display excellent verbal and written communication skills.
- Must interact well with the public.
- Must be able to work evenings as required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.